

# DD/S REGISTRY ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FILE *Training 6*

ADMINISTRATIVE - INTERNAL USE ONLY

FROM: Senior Training Officer, DD/S  
Room 7D18  
Hqs

EXTENSION

NO.

*DD/S 65-3670*

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. *D-Pers*  
5E56, Hqs

*5E56 RSW/3*

STAT  
STAT

2. *Sr. 2g. M/DD5*  
7D18 Hqs

*9/3 H*

*use do not have a candidate.*

3. *Registry*

5.

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7.

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13.

14.

15.

ADMINISTRATIVE - INTERNAL USE ONLY

4 AUG 1965

**MEMORANDUM FOR:** Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Executive Officer to the DD/S

**SUBJECT :** Fellowship in Congressional Operations

1. The attached flier, published by the Civil Service Commission in cooperation with the American Political Science Association, announces a Fellowship in Congressional Operations scheduled for mid-November 1965 to 1 September 1966.

2. The Fellowship has been designed for carefully selected career administrators from grades GS-12 through GS-16 to acquire a thorough understanding of Congressional operations.

3. The announcement fully describes the background, purpose, description, nominating criteria, nominating procedure, and costs. A portion of the nominating criteria is repeated in part to emphasize the critical selection:

"... The essential criterion for all nominees is a high level of competence in present and past assignments as demonstrated by continuous growth in positions of successively greater responsibility. Nominations should also be limited to those whose career status will permit them to utilize this experience within the Federal Government over a significant period of time."

4. Although the deadline for nominations to the Civil Service Commission is 3 September, the Office of Training has established 20 August as the date nominations must be received by them in order to complete the necessary Training Selection Board action.

5. Please send the names of your candidates to the undersigned by 17 August so that the Deputy Director for Support may review and make final approval of the nominees from his Directorate.

ADMINISTRATIVE - INTERNAL USE ONLY

6. Eight copies of Biographic Profiles, the last two Fitness Reports, and future career plans upon completion of the Fellowship should accompany the submission memorandum. These copies are necessary for the use of the Board Members and the DMS Office.

15/  
[Redacted]  
Senior Training Officer  
Deputy Director for Support

STAT

Attachment  
As stated above.

THE UNITED STATES CIVIL SERVICE COMMISSION  
IN COOPERATION WITH THE  
AMERICAN POLITICAL SCIENCE ASSOCIATION



*Announces a*

FELLOWSHIP IN  
CONGRESSIONAL  
OPERATIONS

Mid-November, 1965 - September 1, 1966  
Washington, D.C.

### **BACKGROUND**

Many of the basic responsibilities of the Federal Government are shared jointly by the executive and legislative branches. Others are divided in such a way that interdependence between Congress and the executive branch necessarily results. Under our system of government, therefore, a sound understanding of the legislative branch is essential to a proper understanding of executive responsibilities and operations.

For a variety of reasons, little planned interchange of career personnel between the executive and legislative branches takes place. As a result, there has been little opportunity for civil service employees to get a first-hand look at how Congress functions, how it is organized, and how it relates to the programs and activities carried on by the executive branch.

### **PURPOSE**

This fellowship has been designed to provide an opportunity for a small number of carefully selected career administrators at middle grade levels to acquire a thorough understanding of Congressional operations. As they progress to positions of greater responsibility, this understanding should become increasingly valuable to them and to the program they serve.

### **ABOUT THE FELLOWSHIP**

Persons selected will participate in a variety of assignments designed to develop their knowledge and understanding of Congressional operations. As fellows from executive agencies, they will share activities with other members of the APSA Congressional Fellowship Program who come mainly from journalism, law, and college teaching. These activities include:

- Attendance at an intensive and comprehensive Orientation Program on the legislative branch conducted by the American Political Science Association in preparation for later work assignments.
- Full-time work assignments in the offices of Congressmen and Senators and with staff members of Congressional Committees.
- Participation in weekly seminar meetings with leading congressional, governmental and academic figures.

From these and other planned experiences, fellows will be expected to gain:

- Thorough knowledge of the organization of Congress.
- A well-balanced understanding of the legislative process and the factors and forces which influence it.
- Some Congressional perspective of national objectives and executive branch operations.
- A sound grasp of the scope and variety of Congressional responsibilities and their relationship to the total process of government.

### **NOMINATING CRITERIA**

Nominees for this fellowship should be career employees in grade range of GS-12 through GS-16 or equivalent. Each of them should be in a managerial or executive position, or be likely to be assigned to such positions in the future. Preference is given to those who are taking part in an agency's own executive development program.

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DD / S REGISTRY

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51

  
Senior Training Officer  
Deputy Director for Support

STAT

Attachment

As stated above.

SA-DD/S:RBJH/ms (4 Aug 65)

Distribution:

- 1 - Each Addressee, w/Att
- 1 - DD/S Chrono, w/o Att
- 1 - DD/S Subject, w/o Att ✓
- 1 - Senior Training Officer, DD/S, w/o Att